

# Animals Onsite Policy

<b>Owner</b>	Facilities and Estates Manager		
<b>Version</b>	1.0		
<b>Changes</b>	New Policy		
<b>Approval date</b>	April 2026	<b>Approved by</b>	Board of Directors
<b>Implementation date</b>	April 2026	<b>Date of next review</b>	April 2029
<b>Related internal policy</b>	Health & Safety Policy		
<b>Related external policies and regulations</b>	Equality Act 2010		

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## **Introduction and Overview**

Regent College London prohibits bringing animals, therapeutic or companion pets, onto its premises, with the exception of assistance dogs. This applies to all end users of the building including staff, students and visitors. This includes inside any freehold or leased building; this also includes external college owned grounds such as car parks and courtyard areas.

This will cause risks and concerns associated with having animals in college premises, these are listed below:

1. Delayed evacuation of a college building in an emergency situation such as in an event of a fire.
2. Aggressive behaviour of animals
3. Allergic reactions and transmission of disease
4. Zoophobia (phobia of animals that causes distress or dysfunction in an individual's everyday life)
5. Slips, trips and falls
6. Animal waste
7. Hygiene and cleanliness such as the matting of fur and distribution of the animal's bodily fluids in food preparation areas etc.
8. Damage to college property such as furniture and fittings and college assets.

## **Purpose**

To set a precedent to ensure sufficient evidence that determines the approval of an assistance dog or other animals onsite. This policy sets clear guidelines and procedures that must be followed to ensure consistency and clarity for animals on Regent College London premises.

## **Scope**

When assistance dogs are in college premises we may need to agree reasonable site-specific guidelines. Secondly, if an assistance dog is required and is approved an individual risk assessment will need to be in place to state the specific needs and requirements of each individual case.

Students, staff and visitors to Regent College London are advised on the following:

- Assistance animals are at work, performing tasks to assist persons with disabilities and are not pets.
- Talk to the handler, not the animal, and please be mindful that sometimes handlers have time to stop and talk.

- Members of the College community shall not feed, pet or praise assistance dogs.
- Deliberately distract or startle an assistance animal, or separate or attempt to separate an assistance animal from the person they are assisting or giving a service to.
- Please note that seizure alert dogs are trained to behave differently when they detect a potential seizures and they can appear to be misbehaving.

### **Identification**

Assistance dog owners must ensure that their assistance dogs are clearly identifiable by the use of special collars, harnesses or jacket/ coat when on duty.

### **Insurance**

Owners are responsible for ensuring that their assistance dogs are covered by full liability insurance and provide a copy to the college. Insurances must be renewed before expiry dates and records must be recorded and logged.

### **Access Restrictions**

Assistance dog owners must respect access restrictions established by the college on grounds of health and safety and specialised learning environments such as laboratories. Owners must ensure that assistance dogs do not enter staff and privately assigned spaces such as college owned residential properties.

### **Animal Misbehaviour**

Preventing and correcting assistance misbehaviour is the owner's responsibility. Owners must make sure that their assistance dogs do not cause harm or injury others and damage college property.

### **Cleanliness and Hygiene**

Registered blind people are not required to clean up after their guide dogs but they are expected to have received the appropriate training to avoid dog waste on the premises. Assistance dog users share responsibility for the clean-up of the waste and give notification of the onsite campus team. In the unlikely event that the dog does foul on the college premises, the owner must report this to the onsite campus team the area to be cleaned and sanitised.

### **Animal Care and Supervision**

The owner is responsible and ensures regular health checks, vaccination and an adequate standard of grooming. Owners must ensure the assistance dog has its requirements in relation to feeding, watering and toileting fully met. Owners must ensure that assistance dogs are kept on a lead at all times when walking around the

college premises or safely harnessed when unsupervised for short periods of time. Owners of assistance dogs that are ill, in poor health, excessively unclean or unkempt may be required to remove the animal from college premises.

## **Policy Statement**

It is the policy that, animals are not allowed into Regent College London workspaces, no animals should be left in parked vehicles in college owned or leased car parks. Animals must not be brought onto Regent College London grounds or into college buildings or tied up outside buildings; or in any of the college's external grounds such as car parks and courtyards.

## **Procedures**

In order to minimise the risks listed above, subject to the exceptions given below, animals are not permitted in college buildings or external areas such as car parks.

### **1. Assistance Dogs**

This includes guide dogs hearing dogs, service or support, seizure alert dogs are allowed into college buildings under the control of their owner.

- These must be trained by a member of Assistance Dogs UK (AD (UK), a coalition of assistance dog organisations and charities these are listed below or an equivalent organisation in another country.

<https://caninepartners.org.uk/>

<https://dogaid.org.uk/>

<https://www.dogsforgood.org/>

<https://www.guidedogs.org.uk/>

<https://www.hearingdogs.org.uk/>

<https://www.medicaldetectiondogs.org.uk/>

<https://www.supportdogs.org.uk/>

- Have a formal identification in the form of branded jacket/coat, harness or lead slips.
- Have the yellow ID booklet from the AD (UK) member organisation. This ID book contains information about the owner and their dog, details of the training organisation who trained the dog and its owner.
- The dog must be kept on the lead at all times within the college premises.

## 2. Emotional Support Animals

Animal requests to bring an Emotional Support Animal (ESA) onto college property will not normally be granted but would be considered on a case-by-case basis. The case will be investigated as a collective and discussed with the board to approve each case in hand. Relevant factors will be taken into account, such as the supporting medical evidence, the health, safety and welfare of the individual and would the animal benefit their learning and mental health.

Furthermore, other considerations such as health, safety and welfare of the (ESA) and of other animals and occupants of the college, adequacy of training, insurance arrangements and the cost implications would also need to be reviewed. An individual case specific risk assessment would also need to be written and approved detailing the specific requirements, potential risks and stating if the learning of the individual is taking place in specialist environments such as laboratory spaces.

An individual personal emergency evacuation plan (PEEP) must be completed for the individual and animal. This will detail the specific evacuation plan and procedure that the individual needs to carry out in case of an emergency and to ensure safe and efficient egress out of the college building or premises.

## 3. Approved Working Animal

In occasional circumstances an animal, usually a dog, which provides other services within the College, such as assisting in law enforcement or the emergency services are brought onto college premises. Secondly, schemes and specialist handling charities or organisations such as pet therapy and wellbeing programmes could be brought into place in the near future.

## Appendices

### Liability

Regent London College is not responsible or liable for the loss, ill health, or death of the assistance dog animal. The college is happy to listen to the suggestions of assistance dog owners as to how provision and facilities for the assistance dog may be improved.

## Equality Act 2010

Regent College London recognises that under the Equality Act 2010 assistance dogs are welcome to Regent College London if all regulations in the policy are met and are carried out.

### One-Off Visitors

One-off visitors to campus with assistance dogs should let the campus senior operations management know they will be bringing their assistance dog prior to their visit and give in good notice. The assistance dog must be clearly identified wearing the appropriate jacket/ coat, harness and lead. They must also always be on a lead while walking around the campus and the owner must ensure they wear the visitor lanyard and badge when conducting their visit, which is given by the reception onsite team.

### Removal of Assistance Dogs

Regent College London reserves the right to remove or refuse entry to an assistance dog when it poses a threat to the health & safety of others or where unresolved animal misbehaviour continues and is not resolved. The owner must take responsibility to remove their assistance dog off the premises with immediate effect to avoid harm or potential injury.

### Potential Complaints and Concerns of Others

Specific room bookings and timetabling can be contacted to ensure separate rooms are available for those suffering from allergies or phobias so that they are not in the immediate vicinity of where a dog is or has been.

Useful information of guidance with dealing with phobias and allergies can be found on the RNIB website on the link below:

[Information on allergies and fear of guide dogs.](#)